King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual
	Chapter 1 **Administration and Personnel Management**

1.01.012, Release of Information		Approved By:	Director Allen Nance
		Effective Date:	January 24, 2023
		Reviewed By:	PRC, RISM, PAO
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Purpose
To establish guidelines for the release of information by department staff.

Policy
It is the policy of this department to provide information and records regarding staff members, inmates, and former inmates to members of the public, the media, and other agencies, while maintaining confidentiality, in accordance with local, state, and federal law.

References

Federal:	Prison Rape Elimination Act (PREA)
RCW:	70.48.100
	42.56, Public Records Act
	70.48.100, Jail Register, Open to Public
Department Forms:	Officer's Report
JHS Forms:	Authorization for Use and Disclosure of Protected Health Information
Department Policies:	1.01.015, Media Access to Inmates and Facilities

Definitions
Public Records Request (PRR): A request made by any member of the public or any business/agency for records relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
Request for Information (RFI): A request made by any member of the public or any business/agency for the purpose of collecting information that can be given either verbally or written.
Records and Information Systems Manager (RISM): A Staff Manager responsible for the development, issuance, and maintenance of department records.

A. General Guidelines

1. Inquiries regarding current or former staff members shall be referred to the Department Human Resources office or the Director's office.
2. The following information about a person confined (or previously confined) in jail is public and can be shared:
   a. Name of person confined.
   b. Hour and date of confinement.
   c. Specific charge on which the inmate is/was held.
   d. The name of the court that the charges are/were from.

e. Hour and date of the person's discharge (this does not include temporary release dates, which should not be released).
f. Manner of release of the inmate (i.e., bailed, bonded, court released).
g. Bail and cause numbers for the charges.
h. Arresting agency.
i. Automobile towing information.
j. The location to which an inmate was transferred upon release from our custody, if known.

3. The public information identified in Section A.2. may be provided to the general public by Uniformed staff.
4. If a RFI other than that identified in Section A.2. above is received, the request shall be referred to the Chain of Command.
5. A PRR about an inmate other than the information in Section A.2. shall be immediately forwarded to the Records Department.
6. PRRs shall be handled in accordance with the Public Records Act.
7. Requests for medical or mental health information shall be forwarded to the Department of Public Health, Jail Health Services.

B. Bonding Company Requests

1. Bonding companies are only entitled to the same information that is available to the public under Section A.2. above.

C. Media Requests

1. Media agencies are only entitled to the same information that is available to the public under Section A.2. above.
2. RFIs other than that listed in Section A.2. shall be referred to the ITR Sergeant who will address the request or pass it on to the Shift Commander. The Shift Commander will either address the request, if able, or pass it on to the appropriate authority.
3. Requests for media interviews or other contact with an inmate shall be processed in accordance with department policies 1.01.015, Media Access to Inmates and Facilities and 4.01.023, Video Recordings.
4. The Director, or designee, shall coordinate all interviews between Department members and the media and shall be the only persons authorized to make public statements regarding the Department or its operations.
5. PRRs shall be immediately forwarded to the Records Department.

D. Police or Criminal Justice Requests

1. Police or criminal justice agents must be positively identified prior to the release of any information or records regarding inmates.
2. Any RFI from police or criminal justice agents about current or former employees shall be referred to the Human Resources Office.
3. RFIs other than that identified in Section A.2. above may be handled by a Supervisor with sufficient resources to answer the request.
4. Requests for Records shall be immediately forwarded to the Records Department.

E. Requests by an employee or former employee for their own Employee Health records should be made by submitting the Authorization for Use and Disclosure of Protected Health Information form and then submitting the completed form to Employee Health. Employee Health will then release the requested information to the employee's address or the email address listed on the request form.

F. Requests for the medical information or medical records about an inmate should be referred to Jail Health Services.

G. Procedure

1. Employees receiving a verbal or written PRR shall:
   a. Forward kite to the Records Department.
   b. Document the verbal request on an Officer's Report and forward it to the Records Department.
2. Records Department shall respond to all PRRs timely and in accordance with applicable laws.

H. Release of Records

1. Upon request, all responsive records shall be released to the requestor after review and application of statutory exemptions as identified by the RISM.